INSTRUCTOR INFORMATION
Instructor: Thomas Calkins, Ph.D.
Voicemail: 262-448-3728
Email: tcalkins@uwm.edu (responses within 24-48 hours)
Office Location: Bolton Hall, Room 758
Office Hours: Thursdays 12:00 – 2:00pm

COURSE INFORMATION
Course Number: Lecture Section: SOC 261-403
                 Lab Section (Online): SOC 261-903
Course Description: Introduction to basic statistical concepts and procedures and their selected
                   application to sociological data. Covers both descriptive and inferential statistics.
In-Class Dates: 09/03/2019 - 11/07/2019
Class Schedule: Tuesday and Thursday, 10:00AM - 10:50AM
Credits: 3
Course Format: Hybrid Course (face-to-face lecture, with online statistics lab)
Class Room: Lubar Hall S231
Prerequisites: Sophomore standing or greater or Sociol 101(P); satisfaction of GER Quantitative
              Literacy Part A requirement; or Graduate standing; or Special Students.
Textbook: Social Statistics for a Diverse Society, 8th Ed.
          Authors: Chava Frankfort-Nachimas and Anna Leon Guerrero
          Publisher: Sage Publishing

Now more than ever, individuals and communities are awash in information, both in terms of
volume and richness. Employees and engaged citizens alike increasingly need an ability to
interpret and use data to effectively solve problems, answer important questions, and defend
themselves intellectually. In this course we will focus on developing your statistical literacy and
skills, so that you can use data to both produce and properly interpret statistics.

This accelerated hybrid course features a traditional face-to-face lecture component along with
an online statistics lab component. You need to be engaged with both components to pass the
course. We will take in-class quizzes using Kahoot, an online quiz platform that can be opened
from any smartphone with internet access (kahoot.it). We will also be using SPSS 25, a
statistical software package that is the most user-friendly of those typically used by social
scientists. Course materials and the gradebook will be available through UWM’s new learning
management system, called Canvas. Computer literacy is important to pass this course, though
anyone using modern Windows or Mac operating systems and applications should be fine.
This course satisfies the GER Quantitative Literacy B (QL-B) requirement. It is required for the BA in Sociology and the BS in Criminal Justice, and can be used for the introductory statistics requirement in the Quantitative Social Data Analysis (QSDA) certificate program.

**Course Learning Objectives**

By the end of the course, a successful student will be able to:

- Differentiate between descriptive and inferential statistics, and understand how to correctly use these techniques
- Perform calculations of statistical measures, both by hand and using the aid of industry-standard software
- Apply both technical and theoretical knowledge of basic statistics to analyze data
- Produce and interpret statistical output, including tables and visualizations using SPSS software

**Time Commitment Statement**

The university has asked departments to break down for students how much time they will spend working on various aspects of their classes.

As the UW System assumes “that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours” (UWS ACPS 4), a 3-credit course such as this one will require a minimum of 144 (3 x 48) hours of your time. You may find it necessary to spend additional time on a course; the numbers below only indicate that the course will not require any less of your time.

This is a hybrid course, you will spend a minimum of

- 25 hours in the classroom
- 12.5 hours reviewing instructional materials prepared by your instructor and placed online
- 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
- 31.5 hours preparing for and writing major papers and/or exams.

**Academic Integrity**

This course is part of the University’s academic community and students are expected to adhere to the highest standards of integrity. Cases of academic dishonesty will NOT be tolerated under any circumstance. Instances of academic dishonesty will be dealt with according to University policy. Academically dishonest behavior includes but is not limited to cheating on tests and quizzes, stealing test materials, colluding with classmates or others on assignments, submitting the intellectual work of another as one’s own, or falsely represented oneself or another for attendance or participation grades. Student academic misconduct procedures are specified in Chapter UWS 14 and Faculty Document No. 1686 and can be found at [http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm](http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm).
**Classroom Expectations**

Classroom participation is crucial to the learning experience, and I encourage students to ask questions during lecture. Statistics can be an intimidating subject, but keep in mind that if you are confused about something, it’s likely that someone else in the room is also and you both need an answer. My classroom is a place of mutual respect, between instructor and student, and between students. Because this is a subject that often requires students to give it their full attention, I ask that you respect the learning process by not providing added distractions. Please silence phones during lecture. If you are late for class, please come in quietly and find the nearest seat. In short, follow the golden rule.

**Laptops, Tablets, Mobile Devices**

Class meetings will demand your full attention. Deep learning requires sustained focus on a single task. Using a computer to take notes or refer to readings in class is acceptable, but if you use your laptop or mobile device to chat, update social media, play games, watch television, etc., it distracts me and your classmates. If I notice a student who is off task, I will invite them to get back on task. I encourage students to do the same. Feel free to step outside of class to make or take important calls or texts.

**Make-Ups**

I do not provide make-up exams or quizzes except under the most unusual of circumstances. But I do drop low grades (see: Assignments).

**Incompletes**

I will not provide students with “incompletes” except under the most unusual circumstances.

**Disability Policy**

It is the policy and practice of the University to make reasonable accommodations for students with properly documented disabilities. Students should coordinate with the Accessibility Resource Center (ARC) and me regarding accommodations. More information can be found at [http://uwm.edu/arc/](http://uwm.edu/arc/).

**Assignments**

Because this is a hybrid course, we will have both out-of-class and in-class and assignments including lab homework, online quizzes, in-class exercises, and in-class exams. The course schedule is located on the final page of this syllabus.

**Lab Homework**

There will be nine homework assignments throughout the semester. These will be posted to Canvas, UWM’s new learning management system. These will require you to use statistical software called SPSS that is available on campus computers. You will turn these assignments in via Canvas, using a Word document file format. These will be due on Sundays by 11:59pm. I will have instructional videos to help you through these homework assignments. I will also drop your lowest grade of these nine assignments. Each will be worth 5% of your grade, for a total of 40%.
**Quizzes**

There will be 10 out-of-class quizzes which will be completed online. These will be due Monday (by midnight) of that week’s lecture and are designed to encourage you to read before coming to class. These are simple quizzes designed to check reading comprehension. Because the class is one which builds on previous chapters, all the way up to the final chapter of the course, it is **very important** that you stay on top of reading for this course. These quizzes are worth 2% each, for a total of 20% of your grade.

**In-class exercises**

We will complete ten short in-class exercises as well, to help us work through calculations, discuss, and apply what we learn about statistics. These are unannounced, but if you stay on top of the readings, you will be fine. Of these 10 exercises, I will drop 2 of your lowest scores, for a total of 40% of your grade.

**Points Break-Down**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Number scheduled</th>
<th>Number of lowest scores dropped</th>
<th>Points per Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>40%</td>
<td>9</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Canvas Quizzes</td>
<td>20%</td>
<td>10</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>In-class Exercises</td>
<td>40%</td>
<td>10</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 pts</strong></td>
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The logic behind spreading points out in this way is simple: if you struggle on a given assignment it won’t sink your grade for the semester. But the cost of doing it this way is that you must stay dedicated to the course, every week, to make this work.

Below I address some common questions with the course.

**Are we going to be doing math in this class?**

Yes, we will be calculating different statistical measures but we will begin the class with a review of basic math.

It is important that you have a basic calculator that can handle square roots, multiply, divide, add, and subtract. Most all calculators can do this. We will also be using Greek and Latin symbols in our formulas. The text is very good about clearly defining what those symbols mean in a given equation, and we will go over these in lecture.

**I was hoping to do my homework with someone else, is this allowed?**

Yes, this is allowed, but with one very important requirement: you are prohibited from having identical (or extremely similar) answers. First, having identical answers is just basic plagiarism, and can threaten your academic career (meaning that you could possibly be expelled for
academic misconduct). Second, the point of homework is that you demonstrate to me that you correctly understand and apply your knowledge. If your answers are identical, I have no way to tell who understands the material, and this puts all parties in a difficult situation. Just don’t do it. Make sure your answers are in your own words. Please see the final pages of this syllabus regarding Academic Misconduct if you have questions regarding UWM’s policy.

I am anxious about this course, but I need it to graduate...what should I do?
Many of you may be nervous about passing, while others may be unsure if this class fits within your plan for this semester. If you put forth appropriate effort, you should pass the class. None of the arithmetic is exceptionally difficult; most of it is essentially fractions, with square roots here and there. The challenging component is largely in the theory and “logic” part of the course. Students should consider reviewing the scientific method, or literature on empiricism and basic scientific thought.

With regards to symbols and formulas: what worked for me was to take the back few pages of a notebook, and create a “quick reference”, noting what “Σ” and all of the other symbols mean as we encounter them.

In short: there is a lot of time investment required in this course, probably more than average. My advice would be to try to have fun with the subject and enjoy the challenge as much as possible. If you put in the work, you should be fine.

Do I need to buy SPSS software?
SPSS is mandatory for this course, but you do not need to purchase this program if you are willing to use computers on campus in the lab, library, or Union. For computer lab locations on campus please got to: https://uwm.edu/technology/ccls/

Otherwise, you can purchase access to the program for six months at quite a reasonable price (around $35). There are several official authorized vendors. For example: https://studentdiscounts.com/spss.aspx?gclid=CKyfzayngtYCFQ1ufgodFtYH0A

On this page, you see different versions of SPSS. We will be working with SPSS 25: IBM SPSS Statistics Grad Pack 25.00 Base Download – Win or Mac – 6-month license ($34.95)


But all the available licenses and prices should be similar. In the past, some students have had problems installing SPSS due to their computers having out-of-date or illegal operating systems, viruses and malware, or other fundamental problems. I’m not responsible for (or qualified) to fix those kinds of technical and individualized issues.

If you have issues related to the SPSS installation, you will need to directly contact IBM’s SPSS support or the vendor from whom you purchased the software. They have technicians who can
help you. Again, remember that you have the option of using the computers on campus rather
than purchasing SPSS

UNIVERSITY AND SOCIOLOGY DEPARTMENT POLICIES

The Secretary of the University maintains a web page that contains university policies that
affect the instructor and the students in this course, as well as essential information specific to
conduct of the course. The link to that page is: https://uwm.edu/secu/wp-content/uploads/sites/122/2016/12/Syllabus-Links.pdf

Students with Disabilities. In the pursuit of equal access and in compliance with state and
federal laws, the University is required to provide accommodations to students with
documented disabilities. To learn more, please visit: http://uwm.edu/arc/

Religious Observances. Policies regarding accommodations for absences due to religious
observance are found at the following:
http://www4.uwm.edu/secu/docs/other/S1.5.htm

Students called to active Military Duty. Accommodations for absences due to call-up of
reserves to active military duty are found at the following: https://uwm.edu/active-duty-military/

Incompletes. A notation of "incomplete" may be given in lieu of a final grade to a student who
has carried a subject successfully until the end of a semester but who, because of illness
or other unusual and substantiated cause beyond the student's control, has been unable
to take or complete the final examination or to complete some limited amount of term
work. https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf

Discriminatory Conduct. Discriminatory conduct will not be tolerated by the University. It
poisons the work and learning environment of the University and threatens the careers,
educational experience and well-being of students, faculty and staff. Policies regarding
discriminatory conduct can be found at:
https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf

Title IX/Sexual Violence. Title IX is a federal law that prohibits sex discrimination in education
program or activities, and UWM policy prohibits such conduct (see Discriminatory
Conduct, above). This includes sexual violence, which may include sexual harassment,
sexual assault, relationship violence, and/or stalking in all educational programs and
education-related areas. UWM strongly encourages its students to report any instance
of sex discrimination to UWM’s Title IX Coordinator (titleix@uwm.edu). Whether or not
a student wishes to report an incident of sexual violence, the Title IX Coordinator can
connect students to resources at UWM and/or in the community including, but not
limited to, victim advocacy, medical and counseling services, and/or law enforcement.
For more information, please visit: https://uwm.edu/sexual-assault/

Academic misconduct. Cheating on exams or plagiarism are violations of the academic honor
code and carry severe sanctions, including failing a course or even suspension or
dismissal from the University.
http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/
Complaint procedures. Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

https://www4.uwm.edu/secu/docs/other/S_47_Discrimination_Policy.pdf

Grade appeal procedures. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School.

https://www4.uwm.edu/secu/docs/other/S_28_Grade_Appe_by_Students.pdf

LGBT+ resources. Faculty and staff can find resources to support inclusivity of students who identify as LGBT+ in the learning environment. http://uwm.edu/lgbtrc/

Smoke and Tobacco-Free campus. UWM prohibits smoking and the use of tobacco on all campus property.

https://www4.uwm.edu/secu/docs/other/S_49_Smoke_Tobacco_Free_Policy.pdf

Final Examinations. Information about the final exam requirement, the final exam date requirement, and make-up examinations.

https://www4.uwm.edu/secu/docs/other/S_22_Final_Examinations.pdf

Book Royalties. In accord with department policy, the royalties from the sale of UWM sociology faculty-authored books to students in their classes are donated to a UWM Foundation/Sociology Account to support future awards and activities of UWM sociology students.

Updated 08/2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>9/3/2019</td>
<td>Syllabus</td>
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<tr>
<td>9/5/2019</td>
<td>Basic Math Review</td>
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<tr>
<td>9/9/2019</td>
<td>Quiz on Chapter 1 (By 11:59pm)</td>
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<tr>
<td>9/10/2019</td>
<td>Chapter 1: The What and Why of Statistics</td>
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<tr>
<td>9/12/2019</td>
<td>Chapter 1</td>
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<td>9/15/2019</td>
<td>Homework 1 (By 11:59pm)</td>
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<td>9/16/2019</td>
<td>Quiz on Chapter 2 (By 11:59pm)</td>
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<tr>
<td>9/17/2019</td>
<td>Chapter 2: The Organization and Presentation of Data</td>
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<td>9/22/2019</td>
<td>Homework 2 (By 11:59pm)</td>
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<td>9/26/2019</td>
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<td>10/7/2019</td>
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<td>10/8/2019</td>
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<td>10/10/2019</td>
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<td>10/13/2019</td>
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<td>10/14/2019</td>
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<tr>
<td>10/15/2019</td>
<td>Chapter 6: Sampling and Sampling Distributions</td>
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<td>10/17/2019</td>
<td>Chapter 6</td>
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<td>10/20/2019</td>
<td>Homework 6 (By 11:59pm)</td>
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<td>10/21/2019</td>
<td>Quiz on Chapter 7 (By 11:59pm)</td>
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<tr>
<td>10/22/2019</td>
<td>Chapter 7: Estimation</td>
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<td>10/24/2019</td>
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<td>10/27/2019</td>
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<td>Chapter 8: Testing Hypotheses</td>
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<td>10/31/2019</td>
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<td>11/3/2019</td>
<td>Homework 8 (By 11:59pm)</td>
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<td>11/4/2019</td>
<td>Quiz on Chapter 9 (By 11:59pm)</td>
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<tr>
<td>11/5/2019</td>
<td>Chapter 9: Bivariate Tables</td>
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<tr>
<td>11/7/2019</td>
<td>Chapter 9</td>
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<tr>
<td>11/10/2019</td>
<td>Homework 9 (By 11:59pm)</td>
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Note: Schedule subject to change at the instructor’s discretion. Students will be notified of any changes made in advance.